



Job Opportunity

California State Lands Commission

The California State Lands Commission is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

May 4, 2007

STUDENT ASSISTANT - SACRAMENTO

Range A \$8.13 – \$8.69 per hour

Range B \$8.69 - \$9.35 per hour

Range C \$9.35 – 10.04 per hour

Range D \$10.04 - \$10.83 per hour

Under the general direction of the Information Services Section Supervisor and/or Information Systems Analyst, the incumbent is responsible for tasks related but not limited to the following:

DUTIES AND RESPONSIBILITIES:

- Provides basic customer service by assisting customers with computer related problems; answers computer related questions; and provides professional and courteous customer response.
- Provides desktop support services by resolving PC hardware, software, and related problems.
- Assists with the installation of new and/or replacement hardware, software, and peripherals in the customer's environment.
- Reviews open customer service problem tickets for update status.
- Inventories equipment and assists in maintaining the Inventory Database.
- Assists in maintaining the Set-up room and software CD's, manuals, and related computer supplies such as diskettes, printer cartridges, cables, etc.
- Performs other duties as required.

DESIRABLE QUALIFICATIONS:

- Proficiency with respect to electronic information processing concepts, practices, methods, and principles; and demonstrates a detailed knowledge of current computer technology and how it can effectively be used to meet the customer's business needs.

- Knowledge of computer hardware, peripherals, and application software (Microsoft Word, Excel, and PowerPoint) in a variety of desktop operating environments (Windows XP and Windows Vista) along with an understanding of current evolving industry trends.
- Must be able to communicate effectively verbally and in writing.
- Must be responsible, mature, and self-motivated with the ability to understand work priorities without close supervision.

POSITION LOCATION:

California State Lands Commission
Administrative & Information Services
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825

Near Light Rail and CSUS – On bus routes

SUBMIT APPLICATION TO:

California State Lands Commission
Attention: Personnel
100 Howe Avenue, Suite 100-South
Sacramento, CA 95825-8202
(916) 574-1910
FAX: (916) 574-1915

Please note: faxed and e-mailed applications will not be considered.

WHO MAY APPLY:

Students who have applied for, or enrolled as a student in, an appropriate college or university program.

Applications will be accepted until position is filled.